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ABSTRACT

This bibliography describes 133 materials available for use in home economics classes. The materials include books, pamphlets and brochures, films curriculum guides, study guides, and workbooks. A few are suited for use with special needs students. Materials for inclusion in the bibliography were located through the Florida Educational Information Service (FEIS). For each entry, information is provided on title, author, date published, sponsor, series (if any), availability, content, format, audience, and grade level. The areas of home and family management covered in the bibliography include: family relationships; parenthood education; money management; clothing; home care; repair; food preparation; and consumer economics. (KC)

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a bibliography

Home and Family Management

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Division of Vocational, Adult, and Community Education

May 1987

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Introduction

This bibliography is the result of an extensive computerized and manual search conducted by the Florida Educational Information Service (FEIS) in support of the Vocational Instructional Materials Acquisition System (VIMAS). Both projects are sponsored by the Florida Division of Vocational, Adult, and Community Education and are located in The Center for Instructional Development and Services at Florida State University.

When the Division identifies programs in particular need of competency-based instructional materials, VIMAS staff members request FEIS searches for existing materials and begin working with committees of expert teachers, supervisors, and business/industry representatives. These committees are convened by a community college, school district, vocational-technical center, or university that has been contracted by the Division to identify and enlist the services of such experts.

Together, the committee members and VIMAS staff review the materials located by FEIS, select the best available, and recommend that the Division acquire or adapt the most suitable materials for delivery to vocational teachers and students.

For additional search information, contact Florida Educational Information Service, The Center for Instructional Development and Services, 2003 Apalachee Parkway, Suite 301, Tallahassee, FL 32301-4829, (904) 487-2054.

Notes for reading an entry. The **format** descriptions are standardized code words; for example, the codes *Study Guide/Workbook* and *Teacher Guide* will be used in the format listing, even though the publisher's terms for these materials may be *lab manual* and *instructor's manual*. Also included in the format information are **page counts**, when known, and **prices**, which may have changed since this listing. The **grade level** appears only when materials are to be used by students. All **films** and **videotapes** are in color and have sound unless otherwise noted.

TITLE: ***Adult Roles and Functions*** (1979)
DEVELOPER: Home Economics Educators of West Virginia
AVAILABILITY: Cedar Lakes Conference Center
Vocational Curriculum Laboratory
Ripley, WV 25271
(800) 642-2670
CONTENT: Problems of Teenagers, Family Relations, Home Management, Housing, Parenting, Nutrition, Consumer Education
FORMAT: Curriculum Guide, 545 pp., $20
AUDIENCE: Teachers/Trainers

TITLE: ***Aging*** (1980)
SERIES: **Family Relationships and Parenting Education**
PUBLISHER: University of Missouri—Columbia
Instructional Materials Laboratory
Industrial Education Building, Room 10
Columbia, MO 65211
(314) 882-2883
CONTENT: Physical, Psychological, and Sociological Factors Influencing Aging; Economic Factors Influencing Aging; Death and Dying
FORMAT: Modules/LAPs, 151 pp., $4.26; Teacher Guide, 154 pp., $5.59
AUDIENCE: Students, Teachers/Trainers
GRADE LEVEL: Grades 11–12

TITLE: ***The American Medical Association's Handbook of First Aid and Emergency Care*** (1980)
AUTHOR: Franks, Martha Ross
PUBLISHER: Random House
400 Hahn Road
Westminster, MD 21157
(800) 638-6460
CONTENT: Preparing for an Emergency; Life-Death Situations; Loss of Limb; When to Call a Doctor; Alphabetical Listing of Injuries and Illnesses
FORMAT: Manual, 234 pp., $6.95
AUDIENCE: Teachers/Trainers

TITLE: ***The Bank Book*** (2nd ed., 1984)
AUTHOR: Wool, John D.
PUBLISHER: Frank E. Richards Publishing Company
Order Department
P.O. Box 66
Phoenix, NY 13135
(315) 695-7261
CONTENT: Savings Accounts; Checking Accounts; Safe Deposit Boxes; Loans
FORMAT: Study Guide/Workbook, 89 pp., $3.25
AUDIENCE: Students
GRADE LEVEL: Grades 9–12; Postsecondary (nondegree)

TITLE: ***Basic Clothing*** (rev. ed., 1985)
AUTHOR: Geis, Audrey J.
PUBLISHER: Mid-America Vocational Curriculum Consortium
1500 W. 7th Avenue
Stillwater, OK 74074
(800) 654-3988
CONTENT: The Right Clothes for You; Design; Selecting a Pattern; Hand Equipment and the Sewing Machine; Preparation of Patterns; Using the Pattern; Basic Techniques of Sewing
FORMAT: Study Guide/Workbook, 189 pp., $11; Teacher Guide, 242 pp., $22
AUDIENCE: Students; Teachers/Trainers
GRADE LEVEL: Grades 9–12

TITLE: ***Basics of Hand and Machine Sewing*** (1982)
PUBLISHER: Coats and Clark
Educational Mail Department
Department E-02
P.O. Box 1010
Toccoa, GA 30577
(404) 886-2141
CONTENT: Sewing—Both by Hand and by Machine; Thread and Needles; Machine Stitching Hints
FORMAT: Guide, 15 pp., $1
AUDIENCE: Students; Teachers/Trainers
GRADE LEVEL: Grades 9–12

TITLE: ***Be a Smart Consumer*** (1978)
AUTHOR: Dipaola, Elizabeth Ann
PUBLISHER: New Jersey Vocational-Technical Curriculum Laboratory
SPONSOR: New Jersey State Department of Education
AVAILABILITY: Microfiche copies of ERIC documents may be ordered from:
Florida Educational Information Service
2003 Apalachee Parkway, Suite 301
Tallahassee, FL 32301-4829
(904) 487-2054
Paper copies of ERIC documents may be ordered from:
ERIC Document Reproduction Service
3900 Wheeler Avenue
Alexandria, VA 22304
(800) 227-3742
CONTENT: Food; Clothing; Housing; Transportation (especially for deaf students)
FORMAT: Study Guide/Workbook, 247 pp., ED 165 012, $17.90, mf $0.30
AUDIENCE: Students; Teachers/Trainers
GRADE LEVEL: Grades 9–11

TITLE: ***Beating the Blues*** (1982)
AUTHOR: Gordon, Sol
PUBLISHER: Creative Living Resources
AVAILABILITY: Perennial Education
930 Pitner
Evanston, IL 60202
(800) 323-9084
CONTENT: Avoid Depression; Feel Better about Yourself
FORMAT: Sound Filmstrip; Teacher Guide, 2 pp.; $35 for both
AUDIENCE: Students; Teachers/Trainers
GRADE LEVEL: Grades 10–12; Postsecondary (nondegree)

TITLE: ***Becoming an Informed Shopper*** (1982)
PUBLISHER: Microcomputer Educational Programs
AVAILABILITY: Ben P. Borden Company
P.O. Box 5087
Jacksonville, FL 32207
(904) 731-1415
CONTENT: Applying Shopping Skills

FORMAT: Computer Software, 1 disk, Teacher Guide, 6 pp.; $44.95 for both

AUDIENCE: Students, Teachers/Trainers

GRADE LEVEL: Grades 9–12

TITLE: ***Building Self-confidence*** (1985)

SERIES: **Lifeschool Work Texts**

AUTHOR: Tune, Nancy

PUBLISHER: Fearon Education
Division of Pitman Learning
19 Davis Drive
Belmont, CA 94002
(415) 592-7810

CONTENT: All about Confidence; It's All in Your Mind; Know Where You're Going; You and Your Family; Your Biggest Problems

FORMAT: Study Guide/Workbook, 60 pp., $3.45

AUDIENCE: Students

GRADE LEVEL: Grades 7–12

SERIES: **Buying Your Home** (n.d.)

TITLE: ***Analyzing Your Housing Needs***
Home Financing Terms to Know
How Much to Spend on a Home
Rent or Buy?
Shopping for a House

PUBLISHER: University of Florida
Institute of Food and Agricultural Sciences
Agricultural and Extension Education
Instructional Materials Service
Rolfs Hall, Room 101
Gainesville, FL 32611
(904) 392-0502

AVAILABILITY: Single copies are available to Florida residents at county extension offices.

NOTE: The above-listed titles of the five short guides provide their single content.

FORMAT: Guides, 4–5 pp. each, free

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Grades 9–12; Postsecondary (nondegree)

TITLE: ***Can You Give First Aid?*** (rev. ed., 1979)

AUTHOR: Bontrager, Frances M.

PUBLISHER: New Readers Press
P.O. Box 131
Syracuse, NY 13210
(315) 422-9121

CONTENT: Getting Help; Bleeding; Shock; Broken Bones; Burns; Poisoning

FORMAT: Manual, 32 pp., $0.95

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: 9–12

TITLE: ***Caring, Deciding, and Growing*** (2nd ed., 1983)

AUTHOR: McGinley, Helen

PUBLISHER: Ginn and Company
P.O. Box 2649
Columbus, OH 43216
(800) 848-9500

CONTENT: Relationships; Decisions; Environments; Food; Clothing

FORMAT: Teacher Guide, 271 pp., $11.30; Test-Answer Booklet, 156 pp., $16.50; Text, 569 pp., $16.50

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Grades 9–12

TITLE: ***Caring for a Home: A Professional Handbook about Principles, Products, and Procedures*** (7th ed., 1984)

PUBLISHER: Procter and Gamble Company
Educational Services
P.O. Box 14009
Cincinnati, OH 45214
(513) 562-2029

CONTENT: Products Available to Get the Cleaning Job Done; Consumer Decision Making Related to Home-Care Products; Charts for Getting the Cleaning Job Done; Dishwashing

FORMAT: Manual, 48 pp.; Study Guide/Workbook, 8 pp.; Teacher Guide, 19 pp.; Transparencies, 6; $4 a set

AUDIENCE: Teachers/Trainers

TITLE: ***Caring for Children*** (rev. ed., 1979)

AUTHOR: Draper, Mary Wanda; Draper, Henry E.

PUBLISHER: Bennett and McKnight
Division of Glencoe Publishing Company
Front and Brown Streets
Riverside, NJ 08075
(800) 257-5755

CONTENT: Children Learn as They Live; A Wholesome Environment; Guiding Children's Behavior; Working in Children's Centers; Planning a Children's Program

FORMAT: Study Guide/Workbook, 110 pp., $3.96; Teacher Guide, 351 pp., $11.79; Text, 560 pp., $14.97

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Grades 10–12; Postsecondary (nondegree)

TITLE: ***The Caring Parent*** (1983–84)

AUTHOR: Draper, Henry E.; Draper, Mary Wanda

PUBLISHER: Bennett and McKnight
Division of Glencoe Publishing Company
Front and Brown Streets
Riverside, NJ 08075
(800) 257-5755

CONTENT: Parenting; Preparing to Be a Parent; A New Baby in the Family; A Caring Environment; Food and Nutrition for Children; Encouraging Children; Guiding Children's Behavior; Living with Children under Stress; Helping Children Grow; Helping Children Develop Social Skills; Helping Children Deal with Their Feelings; Helping Children Learn

FORMAT: Study Guide/Workbook, 181 pp., $4.47; Teacher Guide, 137 pp., $6.96; Text, 383 pp., $13.95

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Grades 10–12; Postsecondary (nondegree); College Level

TITLE: ***Child Abuse: Cradle of Violence*** (1976)

PUBLISHER: MTI Film and Video
108 Wilmot Road
Deerfield, IL 60015
(800) 621-2131

CONTENT: Frank Answers from Former Child Abusers; Guidance Provided by Self-help Groups and Community Services

FORMAT: 16mm Film, 20 min., $455, rental $65, Teacher Guide, 12 pp., $1.50

AUDIENCE: Students, Teachers/Trainers

GRADE LEVEL: Grades 9-12

TITLE: ***Child Care and Development*** (rev. ed., 1979)

AUTHOR: Ames, Louise Bates

PUBLISHER: J. B. Lippincott Company

AVAILABILITY: Scribner Educational Publishers
P.O. Box 500
Riverside, NJ 08075
(800) 257-5755

CONTENT: Ages and Stages, Every Child Is an Individual, Life Begins, The First Nine Months of Life, The First Year of Life, Caring for Babies, Children Themselves, Children's Bodies and Minds, Children's Sense of Self, Children's Emotions, Living and Routines, Children's Play, Discipline, Feeding Children, Sleeping and Toileting, Families, Family Size and Structure, Mothers, Fathers, Brothers, and Sisters, Family Living

FORMAT: Answer Booklet, 53 pp., $1.56, Teacher Guide, 47 pp., $11.07, Text, 498 pp., $18.63, Transparency Masters, $39.93

AUDIENCE: Students, Teachers/Trainers

GRADE LEVEL: Grades 9-12

TITLE: ***Child Development: The Preschool Years*** (1978)

SERIES: **Parenthood: A Series**

PUBLISHER: Guidance Associates
Customer Service Department
Communications Park
Box 3000
Mount Kisco, NY 10549
(800) 431-1242

CONTENT: Understand the Major Physical, Intellectual, and Social Stages in Child Development from Birth to Five Years, Understand That Normal Children Establish Their Own Patterns of Development—Which May Not Conform to Strict Timetables, Become Aware of Key Ways Parents May Become Involved in and Aid Their Child's Development, Be Alert to Seek Early Medical Attention for Children Who Have Serious Lags in Development

FORMAT: Multimedia Kit, $109

AUDIENCE: Students, Teachers/Trainers

GRADE LEVEL: Grades 10-12, Postsecondary (nondegree)

SERIES: **Clothing**

TITLE: ***Altering Ready-to-Wear*** (1983)

Castoffs to Showoffs (n.d.)

Outer Wear (1982)

The Senior Citizen Shops for Clothing (1979)

Signposts of Selection (n.d.)

Special-Needs Clothing (1978)

Uses and Effects of Color (n.d.)

Uses and Effects of Line (n.d.)

AUTHOR: Hackler, Nadine

PUBLISHER: University of Florida
Institute of Food and Agricultural Sciences
Agricultural and Extension Education
Instructional Materials Service
Rolfs Hall, Room 101
Gainesville, FL 32611
(904) 392-0502

AVAILABILITY: Single copies are available to Florida residents at county extension offices

NOTE: The above-listed titles of the eight short guides provide their single content

FORMAT: Guides, 5-16 pp. each, free

AUDIENCE: Students, Teachers/Trainers

GRADE LEVEL: Grades 9-12, Postsecondary (nondegree)

SERIES: **Clothing and Textiles**

TITLE: ***Dress for Less*** (n.d.)

Laundry Products: Detergents and Soaps (n.d.)

Make Clothing Sales Work for You (1979)

Stain Removal Chart (n.d.)

Stretch Your Clothing Dollar (n.d.)

Uses and Effects of Texture (n.d.)

Washday Problems Laundry (n.d.)

AUTHOR: Hackler, Nadine, Taylor, Barbara

PUBLISHER: University of Florida
Institute of Food and Agricultural Sciences
Agricultural and Extension Education
Instructional Materials Service
Rolfs Hall, Room 101
Gainesville, FL 32611
(904) 392-0502

AVAILABILITY: Single copies are available to Florida residents at county extension offices

NOTE: The above-listed titles of the seven short guides provide their single content

FORMAT: Guides, 2-3 pp. each, free

AUDIENCE: Students, Teachers/Trainers

GRADE LEVEL: Grades 9-12, Postsecondary (nondegree)

TITLE: ***Clothing Skills for Creative Living*** (1979)

SERIES: **Creative Living**

AUTHOR: Gieseking-Williams, Audrey G.

PUBLISHER: Butterick Publishing Company
and
Visual Education Corporation

AVAILABILITY: Bennett and McKnight
Division of Glencoe Publishing Company
Front and Brown Streets
Riverside, NJ 08075
(800) 257-5755

CONTENT: You and Clothing, Making or Buying Clothes, Getting the Most from Your Clothes

FORMAT: Text, 136 pp., $5.94

AUDIENCE: Students

GRADE LEVEL: Grades 10-12, Postsecondary (nondegree)

TITLE: ***Color in Home Furnishings*** (n.d.)

PUBLISHER: University of Florida
Institute of Food and Agricultural Sciences
Agricultural and Extension Education
Instructional Materials Service
Rolfs Hall, Room 101
Gainesville, FL 32611
(904) 392-0502

AVAILABILITY: Single copies are available to Florida residents at county extension offices

CONTENT: Analyze Your Needs; Make a Plan; Types of Color Schemes; Adapt Color to Room; Tricks with Color

FORMAT: Guide, 11 pp., free

AUDIENCE: Students, Teachers/Trainers

GRADE LEVEL: Grades 9-12, Postsecondary (nondegree)

TITLE: ***Complete Guide to Sewing*** (1976)

PUBLISHER: Reader's Digest Association
Customer Service
Pleasantville, NY 10570
(914) 769-7000

CONTENT: Necessities of Sewing; Patterns, Fabrics, and Cutting; Construction Basics; Necklines and Collars; Handbook of Closures; Techniques of Tailoring

FORMAT: Manual, 528 pp., $21.75

AUDIENCE: Teachers/Trainers

TITLE: ***The Confident Consumer*** (2nd ed., 1983-84)

AUTHOR: Campbell, Sally R.

PUBLISHER: Goodheart-Willcox Company
123 W. Taft Drive
South Holland, IL 60473
(800) 323-0440

CONTENT: You in Our Economy; You, the Consumer; You, the Shopper; The Grocery Cart; The Shirt on Your Back; Getting from Here to There; Where You Live; Inside Your Home; Credit; Financial Institutions; Investments and Insurance; Energy, the Environment, and You

FORMAT: Study Guide/Workbook, 128 pp., $3.30; Teacher Guide, 112 pp., $4.50; Text, 368 pp., $13.50

AUDIENCE: Students, Teachers/Trainers

GRADE LEVEL: Grades 10-12, Postsecondary (nondegree)

TITLE: ***Consumer and Homemaking Education Guide to Proficiencies and Performance Indicators for the Occupation of Homemaking*** (2nd ed., 1983)

SERIES: **Essential Living Skills**

AUTHOR: Banicevich, Gerry

PUBLISHER: Cordova High School
Essential Living Skills Project
2239 Chase Drive
Rancho Cordova, CA 95670
(916) 362-1104

CONTENT: Child Development and Guidance; Clothing and Textiles; Consumer Education; Family-Living and Parenthood Education; Food and Nutrition; Housing and Home Management; Leadership and Development

FORMAT: Performance Checklists, 75 pp., $3.50

AUDIENCE: Teachers/Trainers

TITLE: ***Consumer Education*** (2nd ed., 1984-85)

AUTHOR: Maedke, Wilmer O.; Lowe, Ross E.; Malouf, Charles A.

PUBLISHER: Bennett and McKnight
Division of Glencoe Publishing Company
Front and Brown Streets
Riverside, NJ 08075
(800) 257-5755

CONTENT: You as a Consumer; Money Management: Earning and Spending; Money Management: Saving and Investing; Types of Credit; Getting and Keeping Credit; Automobile, Property, Life, Health, and Income Insurance; Buying Clothing; Transportation and Travel; Buying Food and Shelter; Using Professional Services

FORMAT: Study Guide/Workbook, 140 pp., $4.95; Teacher Guide, 134 pp., $6.90; Text, 554 pp., $14.79

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Grades 10-12, Postsecondary (nondegree)

TITLE: ***Consumer Education: Buying an Automobile*** (1973)

PUBLISHER: AIMS Media
626 Justin Avenue
Glendale, CA 91201
(818) 785-4111

CONTENT: Financing; Insurance; Dealing with Salesmen; Buying Used Cars from Private Parties; Related Aspects

FORMAT: 16mm Film, 14 min., $250, rental $25

AUDIENCE: Students, Teachers/Trainers

GRADE LEVEL: Grades 9-12

TITLE: ***Consumer Skills*** (1985)

SERIES: **Life School Work Texts**

AUTHOR: Elbaum, Maryann; Feldman, Allene

PUBLISHER: Fearon Education
Division of Pitman Learning
19 Davis Drive
Belmont, CA 94002
(415) 592-9810

CONTENT: Shopping for Groceries; Buying Clothes; Looking for Furniture; Buying Home Appliances; Buying on Credit

FORMAT: Study Guide/Workbook, 60 pp., $3.45

AUDIENCE: Students

GRADE LEVEL: Grades 7-12

SERIES: **Consumerism** (n.d.)

TITLE: ***Be a Good Shopper***
Consumer Credit Contracts
Consumers, Express Your Views
Correcting Errors on Bills
Credit Card Regulations
Shopping at Sales
Shopping by Mail
Shopping for a Used Car
Shopping to Get the Most for Your Money
Stretching Your $$
Warranties and Guarantees

PUBLISHER: University of Florida
Institute of Food and Agricultural Sciences
Agricultural and Extension Education
Instructional Materials Service
Rolfs Hall, Room 101
Gainesville, FL 32611
(904) 392-0502

AVAILABILITY: Single copies are available to Florida residents at county extension offices

NOTE: The above-listed titles of the 11 short guides provide their single content

FORMAT: Guides, 6–10 pp. each, free

AUDIENCE: Students, Teachers/Trainers

GRADE LEVEL: Grades 9–12, Postsecondary (nondegree)

TITLE: ***Consumers in the Economy*** (1983)

AUTHOR: Green, D. Hayden

PUBLISHER: South-Western Publishing Company
5101 Madison Road
Cincinnati, OH 45227
(513) 271-8811

CONTENT: Consumer Decision Making; Resource Management; Money Management

FORMAT: Study Guide/Workbook, 156 pp., $4.50; Teacher Guide, 122 pp., free; Test Booklet, 48 pp., $0.70; Text, 471 pp., $10.70

AUDIENCE: Students, Teachers/Trainers

GRADE LEVEL: Grades 10–12, Postsecondary (nondegree)

TITLE: ***Consuming in the Eighties and Beyond*** (1984)

PUBLISHER: Texas Tech University
Home Economics Curriculum Center
P.O. Box 4067
Lubbock, TX 79409
(806) 742-3028

CONTENT: The Increasingly Visible Consumer; The Changing American Family; A Set of Wheels, a Pair of Feet; Togs, Rags, and Tags; Home: More Than a Roof over Your Head; Food for Thought; General Hospital; Fun for All

FORMAT: Study Guide/Workbook, 163 pp., $9.50

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Grades 11–12, Postsecondary (nondegree)

SERIES: **Contemporary Parenting Choices**

TITLE: ***Module 3, Parenting Today: A Teaching Guide*** (1984)

AUTHOR: Schultz, Jerelyn B.; Torrie, Margaret; Rougvie, Barbara; Boyd, Jillian; Hammonds, Maxine

PUBLISHER: Iowa State University Press
2121 S State Avenue
Ames, IA 50010
(515) 294-5280

CONTENT: Skills That Facilitate Parenting; Application of Parenting Skills in Relation to the Age Level of the Developing Child; Issues Involved in Parenting as a Result of Differences in Family Composition; Specific Situations That Influence How Individuals Parent Children in Today's Society

FORMAT: Teacher Guide, 256 pp., $14.95

AUDIENCE: Teachers/Trainers

TITLE: ***Credit: Handle with Care*** (1984)

SERIES: **Colorado Home Economics Consumer Credit Curriculum Guide**

AUTHOR: Nesmith, Sarah; Johnson, Melody; Schey, Candis

PUBLISHER: Colorado State Board for Community Colleges and Occupational Education
Vocational Home Economics Section
Centennial Building, 2nd Floor
1313 Sherman Street
Denver, Colorado 80203
(303) 866-3194

CONTENT: What Is Credit?; Obtaining Credit; Maintaining Credit; Credit History

FORMAT: Curriculum Guide, 71 pp., free

AUDIENCE: Teachers/Trainers

TITLE: ***Death and Dying: Closing the Circle*** (1977)

PUBLISHER: Guidance Associates
Customer Service Department
Communications Park
Box 3000
Mount Kisco, NY 10549
(800) 431-1242

CONTENT: The Meaning of Death; A Time to Mourn, a Time to Choose; Dealing with the Critically Ill Patient; Dealing with Loss and Grief

FORMAT: Sound Filmstrip; Teacher Guide, 5 pp.; $209.50 for both

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Grades 9–12, Postsecondary (nondegree); College Level

TITLE: ***Dimensions of Life: A Book about Self, Family, Work*** (1985)

AUTHOR: Henderson, Gail H.

PUBLISHER: South-Western Publishing Company
5101 Madison Road
Cincinnati, OH 45227
(513) 271-8811

CONTENT: Assessing and Strengthening Self-concept; Becoming a Fully Functioning Person; Forming Values and Making Decisions; Building and Strengthening Relationships; Communicating Effectively; Understanding Others; Living in Families Today; Strengthening Families; Dealing with Issues of the Expanding Family; Living in the Parenting Family; Dealing with Aging and Contracting Families; Balancing Work and Family

FORMAT: Study Guide/Workbook, 86 pp., $3.95; Text, 342 pp., $12.95

AUDIENCE: Students

GRADE LEVEL: Grades 10–12, Postsecondary (nondegree)

TITLE: ***Early Warning Signs: Learning Disabilities, a Hidden Handicap*** (1982)

PUBLISHER: National Easter Seal Society
2023 W Ogden Avenue
Chicago, IL 60612
(312) 243-8400

CONTENT: Warning Signals; Testing for Conductive Hearing Loss

FORMAT: Guide, 4 pp., free

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Grades 9–12

TITLE: ***The Eating Machine*** (1982)
AUTHOR: Thorne, Barbara S
PUBLISHER: MUSE Software
5 W Ridgeville Boulevard
Mt. Airy, MD 21771
(301) 831-7090
CONTENT: Nutritional Awareness; Healthful Eating Habits
FORMAT: Computer Software, 2 disks, User's Manual, 65 pp., $49.95 for both (40% off to schools)
AUDIENCE: Students
GRADE LEVEL: Grades 7–12

TITLE: ***85+ Ways to Implement Home Economics I: Basic Core*** (1977)
AUTHOR: Wilson, Wanda; Sawatzky, Joyce
PUBLISHER: Oklahoma State Department of Vocational and Technical Education
Curriculum and Instructional Materials Center
1500 W 7th Avenue
Stillwater, OK 74074
(800) 654-4502
CONTENT: Building Basic Homemaking Skills; Future Homemakers of America
FORMAT: Teacher Guide, 102 pp., $10
AUDIENCE: Teachers/Trainers

TITLE: ***Electrical Energy Usage*** (1980)
SERIES: **Low Energy Technology: Housing and Home Environment**
AUTHOR: Beaulieu, Barbara; Becker, William J.; Wood, Kathleen E
PUBLISHER: University of Florida
Institute of Food and Agricultural Sciences
Agricultural and Extension Education
Instructional Materials Service
Rolfs Hall, Room 101
Gainesville, FL 32611
(904) 392-0502
CONTENT: Reading an Electric Meter; Determining the Cost of Operating Household Appliances; Selecting the Most Energy-efficient Appliances
FORMAT: Modules/LAPs, 41 pp., free
AUDIENCE: Teachers/Trainers

SERIES: **Employability Skills**
TITLE: ***Personal Finances, Instructor's Guide*** (3rd ed., 1981)
Personal Finances, Student Booklet (3rd ed., 1981)
PUBLISHER: Department of Education
Division of Vocational, Adult, and Community Education
Bureau of Research, Dissemination, and Evaluation
Dissemination and Diffusion Section
Knott Building
Tallahassee, FL 32301-8101
(904) 488-0405
CONTENT: Paychecks and Taxes; Spending Your Money; Banking
FORMAT: Study Guide/Workbook, 137 pp., $1.50; Teacher Guide, 65 pp., $1.10
AUDIENCE: Students; Teachers/Trainers
GRADE LEVEL: Grades 10–12; Postsecondary (nondegree)

TITLE: ***Energy: Use It Wisely around the Home*** (1975)
DEVELOPER: U.S. Department of Agriculture
PUBLISHER: Photo Lab
P.O. Box 7727
Silver Spring, MD 20907
(301) 593-4316
CONTENT: Energy-Saving Techniques
FORMAT: Sound Filmstrip, Teacher Guide, 14 pp., $15 for both
AUDIENCE: Students; Teachers/Trainers
GRADE LEVEL: Grades 9–12

SERIES: **Energy Conservation**
TITLE: ***Building and Remodeling to Save Energy*** (1981)
Choosing the Energy-Efficient Home (n.d.)
Conserving Energy in Your Mobile Home (1980)
Dressing Children for Cool Weather (n.d.)
Dressing Children for Hot Weather (n.d.)
Efficient Home Lighting (1980)
Laundry Techniques to Save Energy (1981)
Managing Household Tasks to Save Energy (n.d.)
A Room for All Seasons: Decorating for Energy Efficiency (n.d.)
Selecting a Fan (n.d.)
Selecting a Heat Pump (1981)
Using Water Wisely: A Guide to Reducing Home Water Use (n.d.)
Weatherstripping and Caulking to Save Energy (1981)
Your Car and Its Fuel Efficiency (n.d.)
PUBLISHER: University of Florida
Institute of Food and Agricultural Sciences
Agricultural and Extension Education
Instructional Materials Service
Rolfs Hall, Room 101
Gainesville, FL 32611
(904) 392-0502
AVAILABILITY: Single copies are available to Florida residents at county extension offices
NOTE: The above-listed titles of the 14 short guides provide their single content
FORMAT: Guides, 2–4 pp. each, free
AUDIENCE: Students; Teachers/Trainers
GRADE LEVEL: Grades 9–12; Postsecondary (nondegree)

TITLE: ***Energy Conservation in the Home and on the Farm*** (1980)
SERIES: **Teacher Education**
PUBLISHER: Pennsylvania State University
Department of Agricultural and Extension Education
Instructional Materials Service
Armsby Building, Room 13
University Park, PA 16802
(814) 863-3824
CONTENT: Energy Conservation in the Home and on the Farm
FORMAT: Study Guide/Workbook, 120 pp., $2; Teacher Guide, 149 pp., $4
AUDIENCE: Students; Teachers/Trainers
GRADE LEVEL: Grades 11–12; Postsecondary (nondegree)

TITLE: ***Essential Living Skills*** (1979)
AUTHOR: Needham, Dorothy L.
PUBLISHER: Pittsburgh State University
Kansas Vocational Curriculum Dissemination Center
Willard Hall, Room 116
Pittsburgh, KS 66762
(316) 231-7000, ext. 417
CONTENT: Before Leaving Home; The First Home Away from Home; Clothing: Purchase, Care, and Maintenance; Health: Physical, Mental, and Emotional; Anyone Can Cook; Care of a Car
FORMAT: Study Guide/Workbook, 280 pp., $10; Teacher Guide, 280 pp., $11
AUDIENCE: Students; Teachers/Trainers
GRADE LEVEL: Grades 10-12; Postsecondary (nondegree)

TITLE: ***Family Financial Management*** (1977)
AUTHOR: Roman, John C.; Finch, Robert E.
PUBLISHER: South-Western Publishing Company
5101 Madison Road
Cincinnati, OH 45227
(513) 271-8811
CONTENT: Checkbooks; Savings Accounts; Bank Checking Accounts; Paying Bills
FORMAT: Game/Simulation, $5.30
AUDIENCE: Students
GRADE LEVEL: Grades 10-12; Postsecondary (nondegree)

TITLE: ***Family Life Education, Teacher Training Manual*** (1981)
AUTHOR: Wagman, Ellen; Cooper, Lynne; Todd, Kay Rodenberg
PUBLISHER: Network Publications
Division of ETR Associates
Suite 203
1700 Mission Street
P.O. Box 8506
Santa Cruz, CA 95061
(408) 429-9822
CONTENT: Decision Making; Families; Growth and Development; Parenting; Relationships; Self-esteem
FORMAT: Teacher Guide, 541 pp., $29.95
AUDIENCE: Teachers/Trainers

TITLE: ***Family Living*** (2nd ed., 1985)
AUTHOR: Leavenworth, Carol; Hendricks, Gay; Gay, Kathlyn; Harriman, Lynda C.; Kreinin, Marlene Miller
PUBLISHER: Prentice-Hall
P.O. Box 500
Englewood Cliffs, NJ 07632
(201) 592-2000
CONTENT: Defining Yourself; Understanding Others; Family Life; Making Adjustments; Parenting; Growing and Learning; Understanding Children; Family Management; Balancing Needs and Resources; Keeping Healthy; Enjoying Good Nutrition; Managing Your Environment; Families in Transition; Resolving Family Crises
FORMAT: Teacher Guide, 96 pp., $4.26; Text, 384 pp., $14.97
AUDIENCE: Students; Teachers/Trainers
GRADE LEVEL: Grades 10-12; Postsecondary (nondegree)

TITLE: ***Family Matters: Concepts in Marriage and Personal Relationships*** (1982)
AUTHOR: Smith, Rebecca M.; Apicelli, Mary Lin; Stewart, Martha
PUBLISHER: Bennett and McKnight
Division of Glencoe Publishing Company
Front and Brown Streets
Riverside, NJ 08075
(800) 257-5755
CONTENT: Understanding Ourselves and Others; Getting to Know You; Living in Families; Family Society and Culture; Family Relationships; Strategies for Behavior; Communication; Coping with Stress; Marital Relationships; Marital and Family Crises; Becoming a Parent; Parent-Child Relationships; Money, Marriage, and the Family
FORMAT: Teacher Guide, 117 pp., $7.29; Test-Answer Booklet, 43 pp., $14.97; Text, 477 pp., $15.87
AUDIENCE: Students; Teachers/Trainers
GRADE LEVEL: Grades 10-12; Postsecondary (nondegree)

TITLE: ***The Family Years: A Guide to Positive Parenting*** (1981)
AUTHOR: Macpherson, Michael Colin
PUBLISHER: Winston Seabury Press
430 Oak Grove
Minneapolis, MN 55403
(800) 328-5125
CONTENT: Parenting Techniques and the Importance of Self-awareness; Setting Limits and Making Rules; What to Do When the Rules Don't Work; Dealing with Family Changes; Handling Family Conflicts; Holding Family Conferences
FORMAT: Text, 134 pp., $5.95
AUDIENCE: Students
GRADE LEVEL: Postsecondary (nondegree); College Level

TITLE: ***Fast Food: A Nutrition Survival Guide*** (1981)
PUBLISHER: Learning Seed Company
AVAILABILITY: Photo Lab
P.O. Box 7727
Silver Spring, MD 20907
(301) 593-4316
CONTENT: Wise Nutritional Selections at Fast-Food Franchises
FORMAT: Sound Filmstrip, Teacher Guide, 22 pp., $34 for both
AUDIENCE: Students; Teachers/Trainers
GRADE LEVEL: Grades 10-12; Postsecondary (nondegree)

SERIES: **Financial Management** (n.d.)
TITLE: ***Automobile Insurance***
Banking Your Dollars
Children and Money
Cutting Costs to Live within Income
Estate Planning
Family Money Management Record Book: Making a Budget Work for You
Financial Net Worth Inventory
Health Insurance
Life Insurance
Making Financial Plans for the Future

Property, Fire, and Liability Insurance
Record of Important Papers
Records and Valuable Papers
The Roof over Your Head
Saving for Future Use
Should You Use Credit?
A Spending Plan
Tools Used in Planning Your Estate
Transportation Costs
What Every Spouse Should Know

AUTHOR: Mitchell, Vervil

PUBLISHER: University of Florida
Institute of Food and Agricultural Sciences
Agricultural and Extension Education
Instructional Materials Service
Rolfs Hall, Room 101
Gainesville, FL 32611
(904) 392-0502

AVAILABILITY: Single copies are available to Florida residents at county extension offices.

NOTE: The above-listed titles of the 20 short guides provide their single content.

FORMAT: Guides, 2–20 pp. each, free

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Grades 9–12, Postsecondary (nondegree)

TITLE: ***First Aid and Home Safety*** (1985)

SERIES: **Lifeschool Work Texts**

AUTHOR: Napoli, T.

PUBLISHER: Fearon Education
Division of Pitman Learning
19 Davis Drive
Belmont, CA 94002
(415) 592-7810

CONTENT: Wounds; Shock; Respiratory Emergencies; Poisonings; Burns; Weather Injuries; Fire in the Home; Electricity and Gas in the Home

FORMAT: Study Guide/Workbook, 60 pp., $3.45

AUDIENCE: Students

GRADE LEVEL: Grades 7–12

SERIES: **Food and Nutrition**

TITLE: ***Consumer's Guide for Convenience Food Shopping*** (n.d.)
Daily Food Guide (n.d.)
***Nutrition Awareness: Basic Concepts and Eating Patterns*, Lessons 1 and 2** (1979)
Smart Eating in the Later Years (n.d.)

PUBLISHER: University of Florida
Institute of Food and Agricultural Sciences
Agricultural and Extension Education
Instructional Materials Service
Rolfs Hall, Room 101
Gainesville, FL 32611
(904) 392-0502

AVAILABILITY: Single copies are available to Florida residents at county extension offices.

NOTE: The above-listed titles of the four short guides provide their single content.

FORMAT: Guides, 2–16 pp. each, free

AUDIENCE: Students, Teachers/Trainers

GRADE LEVEL: Grades 9–12; Postsecondary (nondegree)

TITLE: ***Food and Nutrition*** (1983)

AUTHOR: Crowell, Caleb E.

PUBLISHER: Educational Design
47 W 13th Street
New York, NY 10014
(800) 221-9372

CONTENT: Nutrition; Best Food Buys; Food Planning

FORMAT: Study Guide/Workbook, 96 pp.; Teacher Guide, 2 pp.; $4.20 a set

AUDIENCE: Students

GRADE LEVEL: Grades 10–12

TITLE: ***Food Facts*** (1980)

PUBLISHER: Minnesota Educational Computing Corporation
3490 Lexington Avenue, N
St. Paul, MN 55126
(612) 481-3527

CONTENT: Contents of Everyday Food Items

FORMAT: Computer Software; Teacher Guide, 55 pp.; $45 for both

AUDIENCE: Students, Teachers/Trainers

GRADE LEVEL: Grades 7–12; Postsecondary (nondegree)

TITLE: ***Food Skills for Creative Living*** (1979)

SERIES: **Creative Living**

AUTHOR: Herring, Bettie M.

PUBLISHER: Butterick Publishing Company
and
Visual Education Corporation

AVAILABILITY: Bennett and McKnight
Division of Glencoe Publishing Company
Front and Brown Streets
Riverside, NJ 08075
(800) 257-5755

CONTENT: Shopping for Food; Setting the Table and Serving Food; A Good Host, a Good Guest

FORMAT: Text, 114 pp., $5.94

AUDIENCE: Students

GRADE LEVEL: Grades 10–12

TITLE: ***Handbook on Aging*** (1980)

PUBLISHER: American Home Economics Association
2010 Massachusetts Avenue, NW
Washington, DC 20036
(202) 862-8300

CONTENT: The Kinship Network; Managing Resources; Nutritional Health; Clothing; The First Environment; Housing, Living Arrangements, and Supportive Services; Consumers All

FORMAT: Guide, 94 pp., $8.50

AUDIENCE: Teachers/Trainers

SERIES: **Hassle-Free Housework** (n.d.)

TITLE: ***The Bathroom***

The Bedroom

Choosing Cleaning Products and Tools

A Clean and Safe Home

Closets and Storage

Develop a Plan

Disposal of Trash and Garbage

The Electric Range

The Floors

Furniture

The Gas Range

The Kitchen

Planning Your Housework

Program Guide

The Refrigerator

Walls, Ceilings, and Woodwork

Windows, Mirrors, and Glass

AUTHOR: Walker, Katey; Moody, Linda

PUBLISHER: University of Florida
Institute of Food and Agricultural Sciences
Agricultural and Extension Education
Instructional Materials Service
Rolfs Hall, Room 101
Gainesville, FL 32611
(904) 392-0502

AVAILABILITY: Single copies are available to Florida residents at county extension offices.

NOTE: The above-listed titles of the 17 short guides provide their single content.

FORMAT: Guides, 2–4 pp. each, free

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Grades 9–12; Postsecondary (nondegree)

SERIES: **Health**

TITLE: ***The "Ask the Doctor" List*** (n.d.)

Coping with Crises: Emotional First Aid (n.d.)

Coping with Stress (rev. ed., 1984)

Cutting Medical Care Costs by Learning Self-help Skills (n.d.)

Exercises to Energize (n.d.)

Family Health Record (n.d.)

Health Tips for Tourists (n.d.)

How to Stock Your Medicine Cabinet Safely (n.d.)

Poisonproof Your Home (n.d.)

Protect Your Toddler from Poisoning (n.d.)

Recognizing Symptoms of Illness (n.d.)

Selecting a Nursing Home (n.d.)

Your Health Profile, Adapted Short Form (n.d.)

AUTHOR: Moody, Linda

PUBLISHER: University of Florida
Institute of Food and Agricultural Sciences
Agricultural and Extension Education
Instructional Materials Service
Rolfs Hall, Room 101
Gainesville, FL 32611
(904) 392-0502

AVAILABILITY: Single copies are available to Florida residents at county extension offices.

NOTE: The above-listed titles of the 13 short guides provide their single content.

FORMAT: Guides, 1–18 pp. each, free

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Grades 9–12; Postsecondary (nondegree)

TITLE: ***Help Yourself: Choices in Foods and Nutrition*** (1981)

AUTHOR: Jerome, Norge W.; McCleery, Judith G.; Wolf, Isabel D.

PUBLISHER: Butterick Publishing Company

AVAILABILITY: Bennett and McKnight
Division of Glencoe Publishing Company
Front and Brown Streets
Riverside, NJ 08075
(800) 257-5755

CONTENT: Helping Yourself; Knowing about Nutrition; Using Nutrition to Choose; Getting Ready to Cook; Creative Cooking Concepts

FORMAT: Teacher Guide, 131 pp., $7.29; Test-Answer Booklet, 30 pp., $14.97; Text, 550 pp., $16.83

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Grades 9–12

TITLE: ***Help Yourself to Health*** (1980)

AUTHOR: Day, Nancy Raines

PUBLISHER: New Readers Press
P.O. Box 131
Syracuse, NY 13210
(315) 422-9121

CONTENT: "What's for Dinner?"; "Are You Blue?"; An Ounce of Prevention; Signs of Illness; Medicine: It Isn't Candy

FORMAT: Text, 80 pp., $2.95

AUDIENCE: Students

GRADE LEVEL: Grades 10–12; Postsecondary (nondegree)

TITLE: ***Home and Career*** (1983)

PUBLISHER: Texas Tech University
Home Economics Curriculum Center
P.O. Box 4067
Lubbock, TX 79409
(806) 742-3028

CONTENT: Managing to Get It All Done Together; Sharing to Lighten the Load; Planning with Dollars and Sense; Conquering the Stress in Your Life; Eating: Plan, Prepare, Partake; Relaxing because You Deserve It; Investigating Your Choices

FORMAT: Study Guide/Workbook, 140 pp., $8.50

AUDIENCE: Students

GRADE LEVEL: Grades 10–12; Postsecondary (nondegree)

TITLE: ***Home and Community Influences on Young Children*** (1977)

AUTHOR: Vander Ven, Karen Dahlberg

PUBLISHER: Delmar Publishers
2 Computer Drive, W
Box 15-015
Albany, NY 12212
(800) 833-3350

CONTENT: Early Experience; Factors Influencing Child Development; Early Intervention; Community Relationships

FORMAT: Teacher Guide, 14 pp., $1.35; Text, 149 pp., $5.10

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Grade 12; Postsecondary (nondegree); College Level

TITLE: ***Home Economics I: Basic Core*** (rev. ed., 1977)

AUTHOR: Clements, Irene; Coffey, Judy; Sawatzky, Joyce

PUBLISHER: Oklahoma State Department of Vocational and Technical Education
Curriculum and Instructional Materials Center
1500 W 7th Avenue
Stillwater, OK 74074
(800) 654-4502

CONTENT: FHA-HERO; Child Development; Clothing and Textiles; Sewing Equipment; Consumer Education; Food and Nutrition; Housing and Home Furnishings; Personal Relationships; Family Relations; Peer Relations

FORMAT: Study Guide/Workbook, 740 pp., $12; Tasks/Objectives/Competencies (*Home Economics I and II* combined), 175 pp., $14; Teacher Guide, 938 pp., $19

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Grades 9–12

TITLE: ***Home Economics II: Basic Core*** (rev. ed., 1980)

AUTHOR: Benson, Ann; Truitt, Debbie

PUBLISHER: Oklahoma State Department of Vocational and Technical Education
Curriculum and Instructional Materials Center
1500 W 7th Avenue
Stillwater, OK 74074
(800) 654-4502

CONTENT: Leadership Development; Child Development; Consumer Education; Clothing and Textiles; Foods and Nutrition; Housing and Home Furnishings

FORMAT: Study Guide/Workbook, 854 pp., $14; Tasks/Objectives/Competencies (*Home Economics I and II* combined), 175 pp., $14; Teacher Guide, 938 pp., $18

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Grades 9–12

TITLE: ***Home Maintenance*** (rev. ed., 1983)

AUTHOR: Weiss, William

PUBLISHER: Bennett and McKnight
Division of Glencoe Publishing Company
Front and Brown Streets
Riverside, NJ 08075
(800) 257-5755

CONTENT: Tools; Care of Tools and Equipment; Plumbing Repairs; Redecorating with Paint and Wall Coverings; Redecorating Floors; Fasteners and Other Hardware; Door and Window Repairs; Exterior Carpentry; Cement and Tile Work; Basic Electrical Repairs; Heating System Maintenance; Insulation; Setting Up a Workshop at Home

FORMAT: Answer Booklet, 4 pp., $1.50; Study Guide/Workbook, 57 pp., $2.97; Teacher Guide, 12 pp., $1.50; Text, 287 pp., $13.80

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Grades 9–12

TITLE: ***Home Safety Round-up: A Family Checklist*** (rev. ed., 1982)

PUBLISHER: National Easter Seal Society
2023 W Ogden Avenue
Chicago, IL 60612
(312) 243-8400

CONTENT: Check throughout Your Home; Keep Your Kitchen Safe; Be Sure No Safety Hazards Exist in Your Bedrooms; Check Your Bathroom to Eliminate Opportunities for Accidental Falls; Poisoning and Scalding; See That Your Yard Is Safe

FORMAT: Guide, 6 pp., free

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Grades 10–12; Postsecondary (nondegree)

TITLE: ***Homemaker: Clothing and Textiles—A Catalog of Performance Objectives and Performance Guides*** (1982)

DEVELOPER: Alabama Department of Education

PUBLISHER: Department of Education
Division of Vocational, Adult, and Community Education
Bureau of Research, Dissemination, and Evaluation
Dissemination and Diffusion Section
Knott Building
Tallahassee, FL 32301-8101
(904) 488-0405

CONTENT: Making Clothing; Maintaining and Repairing Clothing and Accessories; Performing Miscellaneous Sewing Tasks; Constructing Garments

FORMAT: Tasks/Objectives/Competencies, 140 pp., free

AUDIENCE: Teachers/Trainers

TITLE: ***Homemaker: Foods—A Catalog of Performance Objectives and Performance Guides*** (1982)

DEVELOPER: Kentucky Department of Education

PUBLISHER: Department of Education
Division of Vocational, Adult, and Community Education
Bureau of Research, Dissemination, and Evaluation
Dissemination and Diffusion Section
Knott Building
Tallahassee, FL 32301-8101
(904) 488-0405

CONTENT: Planning and Serving Meals; Preparing Fruits, Vegetables, Beverages, Breads, Cereals, Desserts, Eggs, Dairy Products, Meats, Seafood, and Fowl; Selecting and Purchasing Foods

FORMAT: Tasks/Objectives/Competencies, 235 pp., free

AUDIENCE: Teachers/Trainers

TITLE: ***Homemaker: Housing and Furnishings—A Catalog of Performance Objectives and Performance Guides*** (1982)

DEVELOPER: Alabama Department of Education

PUBLISHER: Department of Education
Division of Vocational, Adult, and Community Education
Bureau of Research, Dissemination, and Evaluation
Dissemination and Diffusion Section
Knott Building
Tallahassee, FL 32301-8101
(904) 488-0405

CONTENT: Establishing and Maintaining Lawns and Gardens; Maintaining Housing Interiors, Furnishings, and Accessories; Maintaining Plumbing-Related Units; Performing Miscellaneous Household Tasks

FORMAT: Tasks/Objectives/Competencies, 93 pp., free

AUDIENCE: Teachers/Trainers

TITLE: ***Homemaker: Human Development—A Catalog of Performance Objectives and Performance Guides*** (1982)

DEVELOPER: South Carolina Department of Education
and
Tennessee Department of Education

PUBLISHER: Department of Education
Division of Vocational, Adult, and Community Education
Bureau of Research, Dissemination, and Evaluation
Dissemination and Diffusion Section
Knott Building
Tallahassee, FL 32301-8101
(904) 488-0405

CONTENT: Administering First Aid for Home Emergencies; Caring for Infants; Caring for Children; Providing Child Guidance and Development; Managing Interpersonal Relationships; Maintaining Home Safety

FORMAT: Tasks/Objectives/Competencies, 139 pp., free

AUDIENCE: Teachers/Trainers

TITLE: ***Homemaker: Management and Family Economics—A Catalog of Performance Objectives and Performance Guides*** (1981)

AUTHOR: Davis, Debra S.; Hunter, Wallace D.

PUBLISHER: Department of Education
Division of Vocational, Adult, and Community Education
Bureau of Research, Dissemination, and Evaluation
Dissemination and Diffusion Section
Knott Building
Tallahassee, FL 32301-8101
(904) 488-0405

CONTENT: Managing Family Income; Performing Transportation Functions; Using Consumer Information; Using Outside Agencies and Services

FORMAT: Tasks/Objectives/Competencies, 109 pp., free

AUDIENCE: Teachers/Trainers

TITLE: ***Homemaking: Skills for Everyday Living*** (1984)

AUTHOR: Parnell, Frances Baynor

PUBLISHER: Goodheart-Willcox Company
123 W Taft Drive
South Holland, IL 60473
(800) 323-0440

CONTENT: A Better You; Individuals and Families; Consumers in Today's World; Planning and Preparing Meals; A Place to Call Home

FORMAT: Study Guide/Workbook, 128 pp., $3.30; Teacher Guide, 110 pp., $4.50; Text, 464 pp., $15

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Grade 10-12

SERIES: **Housing and Near Environment** (n.d.)

TITLE: ***Basic Tools***
Basic Tools for Outdoor Repair
Blenders
Buying a Mobile Home
The Decision to Remodel
Dishwashers
Drawing a Remodeling Plan
Electric Coffeemakers
Electric Plugs—Repair or Replace?
Electric Skillets
Energy Conservation Checklist for Homeowners and Home Buyers
Food Processors
Furniture for the Senior Citizen
Helps for Starting Your First Home Away from Home
How to Change a Fixture
How to Change a Single-Pole Toggle Switch
How to Protect Your Home While You're Away
How to Repair a Toilet
How to Repair Faucets
How to Replace an Outlet
How to Rewire a Lamp
Microwave Ovens
Mixers
Mobile Home Maintenance Checklist
Owners' and Renters' Rights
Rate Your House on Energy Efficiency
Refrigerators/Freezers
Repairing Screens
Safeguarding Your Home
Should You Make Repairs?
Tips for the Home Electrician

PUBLISHER: University of Florida
Institute of Food and Agricultural Sciences
Agricultural and Extension Education
Instructional Materials Service
Rolfs Hall, Room 101
Gainesville, FL 32611
(904) 392-0502

AVAILABILITY: Single copies are available to Florida residents at county extension offices.

NOTE: The above-listed titles of the 31 short guides provide their single content.

FORMAT: Guides, 2-4 pp. each, free

AUDIENCE: Students, Teachers/Trainers

GRADE LEVEL: Grades 9-12, Postsecondary (nondegree)

SERIES: **Human Development** (n.d.)

TITLE: ***Action for Self-Improvement***
Barriers to Interpersonal Communication
Children under Stress: How Adults Can Help
A Child's Food Habits
Decisions, Communication, and Conflict
The Five-year-old Develops a Positive Self-concept
Getting Along with Others on the Job
Helping Children Like Themselves
Improving Interpersonal Communication
Literature: A Means of Helping Children Cope with Death
Marriage: Your First Year
Middle Age: What Does It Mean to You?
Play: A Child's Work
Roles and Reality
Sex Education for Your Young Child
Starting Off Right
A Strong Family
Talking with Your Child
Togetherness and Individuality
Understanding Interpersonal Communication
Values Clarification
What a Five-year-old Is Like
Your Elderly Parents: Reminiscence and Senility

PUBLISHER: University of Florida
Institute of Food and Agricultural Sciences
Agricultural and Extension Education
Instructional Materials Service
Rolfs Hall, Room 101
Gainesville, FL 32611
(904) 392-0502

AVAILABILITY: Single copies are available to Florida residents at county extension offices.

NOTE: The above-listed titles of the 23 short guides provide their single content.

FORMAT: Guides, 29 pp. each, free

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Grades 9–12; Postsecondary (nondegree)

TITLE: ***Human Development, Student Modules*** (1983)

PUBLISHER: South Carolina Department of Education
Office of Vocational Education
Home Economics Education
Rutledge Building, 9th Floor
1429 Senate Street
Columbia, SC 29201
(803) 734-8411

CONTENT: Basic Consumer and Homemaking Modules; Family Life Education; Education for Parenthood; Child Development

FORMAT: Modules/LAPs, 636 pp.; Teacher Guide, 749 pp.; free

AUDIENCE: Teachers/Trainers

TITLE: ***I Care for My Home*** (1976)

AUTHOR: Stem, Sandra S.

PUBLISHER: Rutgers—The State University
New Jersey Vocational Education Resource Center
200 Old Matawan Road
Old Bridge, NJ 08857
(201) 390-1191

CONTENT: Homes; Care of the Home; Laundry Care; Safety

FORMAT: Text, 270 pp., $12

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Grades 6–10

TITLE: ***Illinois Vocational Home Economics Curriculum Guide*** (1982)

DEVELOPER: Illinois Home Economics Curriculum Project Staff

AVAILABILITY: Western Illinois University
Curriculum Publications Clearinghouse
Horrabin Hall, Room 46
Macomb, IL 61455
(309) 298-1917

CONTENT: Occupation of Homemaking; Child Care and Guidance Management and Services; Clothing, Apparel, and Textiles Management; Food Production, Management, and Services; Home Furnishings and Equipment Production, Management, and Services; Institutional and Home Management and Supporting Services

FORMAT: Curriculum Guide, 655 pp., $16.50

AUDIENCE: Teachers/Trainers

TITLE: ***Impact Home Economics*** (1978)

PUBLISHER: Ohio State Department of Education
Division of Vocational Education
Home Economics Section

AVAILABILITY: Ohio State University
Instructional Materials Laboratory
154 W 12th Avenue, Room 139
Columbus, OH 43210
(614) 422-5001

CONTENT: Self-concept; Family Relations; Child Development; Foods, Nutrition, and Health; Clothing, Textiles, and Related Art; Consumer Education; Housing; Home Furnishings, and Equipment

FORMAT: Curriculum Guide, 372 pp., $15

AUDIENCE: Teachers/Trainers

TITLE: ***Kitchen Safety*** (1981)

AUTHOR: Randall, Shirley

DEVELOPER: Illinois State University

AVAILABILITY: Western Illinois University
Curriculum Publications Clearinghouse
Horrabin Hall, Room 46
Macomb, IL 61455
(309) 298-1917

CONTENT: Twenty-four Kitchen Safety Rules; Pretest; Self-test; Evaluation

FORMAT: Study Guide/Workbook, 13 pp., $0.75

AUDIENCE: Students

GRADE LEVEL: Grades 10–12

TITLE: ***Learning Games for Infants and Toddlers: A Playtime Handbook*** (1977)

AUTHOR: Lally, J. Ronald; Gordon, Ira J.

PUBLISHER: New Readers Press
P.O. Box 131
Syracuse, NY 13210
(315) 422-9121

ANNOTATION: 2–6 Months; 4–8 Months; 6–12 Months; 10–14 Months; 12–16 Months; 14–20 Months; 16–24 Months; Games Listed according to Learning Areas

FORMAT: Manual, 80 pp., $2.95

AUDIENCE: Teachers/Trainers

TITLE: ***Life Styles: Clarifying Life Style Options*** (1982)

AUTHOR: Cross, E. Gail; Amatea, Ellen

PUBLISHER: University of Florida
Department of Counselor Education
1215 Norman Hall
Gainesville, FL 32611
Attention: Dr. Ellen Amatea
(904) 392-0731

CONTENT: Life Roles: Definitions and How They Combine and Influence Each Other; The Influence of One's Family History and Societal Context; Clarification of One's Own Personal Beliefs and Preferences; A View of Life over a Lifetime Span; Decision Making: The Who, What, and When as Factors That Combine and Influence Each Other

FORMAT: Teacher Guide, 60 pp., free

AUDIENCE: Teachers/Trainers

TITLE: ***Linda Albert's Advice for Coping with Kids*** (1982)

AUTHOR: Albert, Linda

PUBLISHER: E. P. Dutton
2 Park Avenue
New York, NY 10016
(212) 725-1818

CONTENT: The Parenting Dilemma; Helpful Hints; Mealtime Madness; Bedtime Bedlam; The Three R's—Rules, Routines, and Responsibilities; Concerning Clothes; Childhood Can't Always Be Happy; Money Matters; Dealing with Divorce and Remarriage; School Daze; Victory over Vacation; Common Childhood Concerns

FORMAT: Guide, 201 pp., $12.45

AUDIENCE: Teachers/Trainers

TITLE: ***Living, Learning, and Caring*** (2nd ed., 1984)

AUTHOR: Dunn, Martha Davis; Peeler, M. Yvonne

PUBLISHER: Ginn and Company
P.O. Box 2649
Columbus, OH 43216
(800) 848-9500

CONTENT: Getting Along; How Children Grow; Helping Children Grow; Your Behavior; Decisions about Work; Satisfying Needs and Wants; Making Decisions; Food and Health; Looking at Meals; Buying and Storing Food; In the Kitchen; How You Look; You Are a Consumer; Learning to Sew; Protecting the Environment; Decisions about Energy

FORMAT: Teacher Guide, 264 pp., $10.30; Text, 472 pp., $16.95

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Grades 7–9

TITLE: ***Manners*** (1983)

AUTHOR: Prevo, Helen

PUBLISHER: Frank E. Richards Publishing Company
Order Department
P.O. Box 66
Phoenix, NY 13135
(315) 695-7261

CONTENT: Walking with a Girl; Manners at Home; Table Manners; Introductions; School Manners

FORMAT: Study Guide/Workbook, 45 pp., $2.75; Test-Answer Booklet, 17 pp., $2.75

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Grades 9–11

TITLE: ***Marriage and the Family*** (1982)

AUTHOR: Lasswell, Marcia; Lasswell, Thomas

PUBLISHER: D. C. Heath and Company
Distribution Center
2700 Richardt Avenue
Indianapolis, IN 46219
(800) 334-3284

CONTENT: Marriage and the Family in the United States; Male-Female Similarities and Differences; Human Sexuality; Love and Attraction; Singlehood and Cohabitation; Mate Selection and Getting Married; Challenges in Marriage; Family Planning and Birth Control; Pregnancy, Birth, and Transition to Parenthood; Parenting: On Being Mother and Father; Outside Influences on Relationships; Troubled Relationships; Remarriage and Stepparenting; Postparental Life and Aging; Sexual Anatomy and Physiology; The Love Profile; Handling Family Finances

FORMAT: Study Guide/Workbook, 88 pp., $5.95; Teacher Guide, 120 pp., $1.95; Text, 558 pp., $23.95

AUDIENCE: Teachers/Trainers

TITLE: ***Meal Planning and Preparation*** (1981)

PUBLISHER: Simon and Schuster Communications
Coronet Films and Video
108 Wilmot Road
Deerfield, IL 60015
(800) 621-2131

CONTENT: Preparing a Meal; Menu Planning; Efficient Grocery Shopping; Scheduling the Preparation of Each Dish

FORMAT: 16mm Film, 15 1/2 min., $410, rental $75; Videotape, 1/2 in. or 3/4 in., Beta, VHS, or U-matic, $250

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Grades 7–12

TITLE: ***Medical Care*** (1985)

SERIES: **Lifeschool Work Texts**

AUTHOR: Hoeflinger, Sharon

PUBLISHER: Fearon Education
Division of Pitman Learning
19 Davis Drive
Belmont, CA 94002
(415) 592-7810

CONTENT: Finding a Good Doctor; Having a Physical Examination; Choosing the Right Hospital; Finding the Best Health Insurance; Using Medicines Safely; Learning about Drug Abuse and Alcoholism

FORMAT: Study Guide/Workbook, 60 pp., $3.45

AUDIENCE: Students
GRADE LEVEL: Grades 7–12

TITLE: ***Mending*** (n.d.)
PUBLISHER: Coats and Clark
Educational Mail Department
Department E-02
P.O. Box 1010
Toccoa, GA 30577
(404) 886-2141
CONTENT: Identify Mending Techniques; Select and Apply an Appropriate Mending Technique for a Particular Damaged Area
FORMAT: Guide, 16 pp., $0.60
AUDIENCE: Students
GRADE LEVEL: 7–12

SERIES: **Microwave Ovens/Cooking Learn-by-mail Course** (n.d.)
TITLE: ***Dos and Don'ts with a Microwave Oven***
How to Cook Specific Foods in a Microwave Oven
How to Use a Microwave Oven
What Is Microwave Cooking?
What to Look for When Buying a Microwave Oven
AUTHOR: Wood, Kathleen
PUBLISHER: University of Florida
Institute of Food and Agricultural Sciences
Agricultural and Extension Education
Instructional Materials Service
Rolfs Hall, Room 101
Gainesville, FL 32611
(904) 392-0502
AVAILABILITY: Single copies are available to Florida residents at county extension offices
NOTE: The above-listed titles of the five short guides provide their single content.
FORMAT: Guides, 3–6 pp. each, free
AUDIENCE: Students; Teachers/Trainers
GRADE LEVEL: Grades 9–12; Postsecondary (nondegree)

TITLE: ***The Money Book*** (2nd ed., 1976)
AUTHOR: Mellers, Tom
PUBLISHER: Butterick Publishing Company
AVAILABILITY: Bennett and McKnight
Division of Glencoe Publishing Company
Front and Brown Streets
Riverside, NJ 08075
(800) 257-5755
CONTENT: Money and Banking; Budgeting; Credit; Taxes; Insurance
FORMAT: Study Guide/Workbook, 100 pp., $2.94
AUDIENCE: Students
GRADE LEVEL: Grades 10–12; Postsecondary (nondegree)

SERIES: **Money Management Booklet Library** (1981–84)
TITLE: ***Children and Money Management***
Home Furnishings and Equipment
Managing Your Credit
Your Automobile Dollar
Your Clothing Dollar
Your Financial Plan
Your Food Dollar
Your Housing Dollar
Your Insurance Dollar
Your Recreation Dollar
Your Savings and Investment Dollar
Your Shopping Dollar
PUBLISHER: Money Management Institute
Household Finance
Department FE
2700 Sanders Road
Prospect Heights, IL 60070
(312) 564-6291
NOTE: The above-listed titles of the 12 short guides provide their single content.
FORMAT: Guides, 28–44 pp. each, $8 a set
AUDIENCE: Students
GRADE LEVEL: Grades 10–12; Postsecondary (nondegree)

TITLE: ***The National Fire Drill*** (1981)
PUBLISHER: MTI Film and Video
108 Wilmot Road
Deerfield, IL 60015
(800) 621-2131
CONTENT: Reenacted Case Studies; Dramatized Situations; Test Reactions to the Dangers of Fire; Determining the Safest Course of Action
FORMAT: 16mm Film, 29 min., $450, rental $70
AUDIENCE: Students; Teachers/Trainers
GRADE LEVEL: Grades 7–12

SERIES: **Ohio Vocational Consumer/Homemaking Curriculum Guide** (1983)
(Practical Action Curriculum Guide)
TITLE: ***Practical Action***
What to Do Regarding Coordinating Work and the Family
What to Do Regarding Creating a Living Environment
What to Do Regarding Economics and Managing Resources
What to Do Regarding Feeding and Nourishing the Family
What to Do Regarding Meeting Personal and Family Textile Needs
What to Do Regarding Nurturing Human Development
PUBLISHER: Ohio State University
Instructional Materials Laboratory
154 W. 12th Avenue, Room 139
Columbus, OH 43210
(614) 422-5001
CONTENT: FHA/Hero; Meeting Nutritional Needs; Planning for Social Events and Entertaining; Providing and Caring for Clothing and Textile Products; Providing for Housing; Cleaning and Maintaining the Home; Managing Money; Providing Transportation; Managing Time; Coordinating Work and the Family; Caring for Family Members; Providing for Family Health and Safety

FORMAT: Curriculum Guide, 96 pp.; Modules/LAPs, 142–452 pp. each; $50 a set

AUDIENCE: Teachers/Trainers

TITLE: ***Parenting*** (1981)

SERIES: **Family Relationships and Parenting Education**

PUBLISHER: University of Missouri—Columbia
Instructional Materials Laboratory
Industrial Education Building, Room 10
Columbia, MO 65211
(314) 882-2883

CONTENT: Parenting Defined; Considering Parenthood; Developmental Stages in Parenting; Social Responsibility for Parenting

FORMAT: Modules/LAPs, 205 pp., $4.26; Teacher Guide, 210 pp., $6.92

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Grades 9–12

TITLE: ***Parenting—A Catalog of Performance Objectives and Performance Guides*** (1983)

AUTHOR: Koepke, Leslie; Hunter, Wallace D.

PUBLISHER: Department of Education
Division of Vocational, Adult, and Community Education
Bureau of Research, Dissemination, and Evaluation
Dissemination and Diffusion Section
Knott Building
Tallahassee, FL 32301-8101
(904) 488-0405

CONTENT: Preparing for Birth; Caring for Infant; Caring for Toddler; Providing Care and Guidance for School-age Child

FORMAT: Tasks/Objectives/Competencies, 171 pp., free

AUDIENCE: Teachers/Trainers

TITLE: ***Parenting: Emotional Development of Children, I*** (1978)

AUTHOR: Deacon, Sharon

PUBLISHER: American Red Cross
Audio-Visual Loan Library
5816 Seminary Road
Falls Church, VA 22041
(703) 379-8160

CONTENT: The Emotional Development of Children; Relax and Enjoy Your Child

FORMAT: 16mm Film, 9 min., 48 sec., $62, rental free

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Grades 11–12; Postsecondary (nondegree)

TITLE: ***Parenting: Living in Families Effectively*** (1982)

AUTHOR: Davis, Reba J.; Biggs, Bobbie T.

DEVELOPER: University of Arkansas

PUBLISHER: Mid-America Vocational Curriculum Consortium
1500 W 7th Avenue
Stillwater, OK 74074
(800) 654-3988

CONTENT: Who Am I?; What Decisions Do I Make concerning Bearing Children?; How Do We Establish Our Family Environment?; What Parental Tasks Do We Need to Perform?; What Crises Should We Be Aware Of?

FORMAT: Study Guide/Workbook, 584 pp., $18; Teacher Guide, 616 pp., $25

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Grades 11–12

TITLE: ***Parenting and Teaching Young Children*** (2nd ed., 1985)

AUTHOR: Hildebrand, Verna

PUBLISHER: McGraw-Hill Book Company
Princeton Road
Hightstown, NJ 08520
(609) 426-5000

CONTENT: Ready for Parenthood; Teenage Parenthood; Pregnancy and Prenatal Care; The Infant Grows Physically, Emotionally, and Socially; The Infant Develops Mentally; Feeding Infants; Health and Safety for Infants; Activities for Infant Learning; The Toddler Develops Emotionally, Socially, and Mentally; Health and Safety for Toddlers; Feeding Toddlers; Schools for Toddlers; The Prekindergartner; The Kindergartner; Schools for Kindergartners; Activities for Kindergartner Learning

FORMAT: Teacher Guide, 88 pp., $8.96; Text, 447 pp., $21.80

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Grades 10–12; Postsecondary (nondegree)

TITLE: ***Parents: Do You Know the Early Warning Signs of Children with Special Needs?*** (1979)

PUBLISHER: National Easter Seal Society
2023 W Ogden Avenue
Chicago, IL 60612
(312) 243-8400

CONTENT: Seeing; Talking; Playing; Thinking; Hearing; Moving; Who Can Help

FORMAT: Guide, 6 pp., free

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Grades 10–12; Postsecondary (nondegree)

TITLE: ***Parents and Their Children*** (1985)

SERIES: **The Goodheart-Willcox Home Economics Series**

AUTHOR: Ryder, Verdene

PUBLISHER: Goodheart-Willcox Company
123 W Taft Drive
South Holland, IL 60473
(800) 323-0440

CONTENT: Decisions about Parenthood; The Beginning of Parenthood; Growth and Changes during Parenthood; The Challenge of Parenthood

FORMAT: Text, 360 pp., $12

AUDIENCE: Students

GRADE LEVEL: Grades 10–12; Postsecondary (nondegree)

TITLE: ***Parliamentary Procedure*** (1973)

AUTHOR: Notgrass, Troy

PUBLISHER: University of Texas—Austin
Extension Instruction and Materials Center
P.O. Box 7218
Austin, TX 78713-7218
(512) 471-7716

CONTENT: Fundamentals of Parliamentary Procedure; Committees; The Order of Business; How to Introduce a Motion; How to Debate a Motion; Methods of Voting; How to Alter a Motion; How to Defer Action; How to Regulate or Limit Debate; How to Suppress a Motion; How to Reconsider a Previous Question; How to Solve Emergencies; How to Adjourn

FORMAT: Answer Booklet, 45 pp., $3.50; Study Guide/Workbook, 49 pp., $6.50; Test Booklet, 15 pp., free with workbook

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Grades 10–12; Postsecondary (nondegree)

TITLE: ***Parliamentary Procedure for Youth Organizations*** (n.d.)

AUTHOR: Lacy, Richard C.

PUBLISHER: University of Missouri—Columbia
Instructional Materials Laboratory
Industrial Education Building, Room 10
Columbia, MO 65211
(314) 882-2883

CONTENT: Introduction to Parliamentary Procedure; The Agenda or Order of Business; Suggested Meeting Procedure; What is a Motion?; Table of Motions; Object and Effect of Special Motions; Progression of a Motion; Amendments; Nominations and Elections; Parliamentary Terms

FORMAT: Teacher Guide, 39 pp., $2.20

AUDIENCE: Teachers/Trainers

TITLE: ***Person to Person*** (rev. ed., 1981–82)

AUTHOR: Sasse, Connie R.

PUBLISHER: Bennett and McKnight
Division of Glencoe Publishing Company
Front and Brown Streets
Riverside, NJ 08075
(800) 257-5755

CONTENT: Relationships in a Changing World; Discovering Who You Are; Making the Most of Yourself; Decision Making and Values; Personal Decisions; Building Relationships; Communicating with Others; Role Relationships; Conflict in Relationships; Living in Families; Forming Your Own Family; Changing Life Styles; Family Breakdown—Death and Divorce

FORMAT: Answer Booklet, 8 pp., $1.50; Study Guide/Workbook, 168 pp., $4.98; Teacher Guide, 161 pp., $9.42; Text, 392 pp., $12.96

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Grades 10–12; Postsecondary (nondegree)

TITLE: ***Personal, Marriage, and Family Relations*** (1981)

SERIES: **Consumer and Homemaking Curriculum**

AUTHOR: Kizer, Janey; Downey, Jeanette; Lawson, Mary; Russell, Judy; Moss, Willodean; Schrader, Pat

PUBLISHER: Kentucky Department of Education
Office of Vocational Education
Curriculum Development Unit
2024 Capital Plaza Tower
Frankfort, KY 40601
(502) 564-2890

CONTENT: Methods of Birth Control; Communicating in Interpersonal Relationships; Handling Conflicts in Relationships; The Single Adult; Teenage Pregnancy; Preparing for Marriage; Planning a Family; America's Changing Life Styles; Separation and Divorce; The Expectant Family; Planning Enrichment Activities for Family Members; Living with the Elderly; Handling Major Emergencies Related to Illnesses

FORMAT: Audiocassette; Modules/LAPs, 180 pp.; Teacher Guide, 316 pp., $25 a set

AUDIENCE: Teachers/Trainers

TITLE: ***Planning for Your Own Apartment*** (1975)

AUTHOR: Belina, Virginia Sweet

PUBLISHER: Fearon Education
Division of Pitman Learning
19 Davis Drive
Belmont, CA 94002
(415) 592-7810

CONTENT: Planning to Live on Your Own; Looking for an Apartment; Planning for Furnishing Your Apartment; Shopping and Buying for Your Apartment; Planning Budgets and Sharing Expenses; Getting Things Together; Decorating Your Apartment; Sharing Responsibilities

FORMAT: Study Guide/Workbook, 91 pp., $2.97; Teacher Guide, 25 pp., free

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Grades 10–12; Postsecondary (nondegree)

TITLE: ***Playing It Safe: A Safety Checklist for Children's Toys*** (1977)

PUBLISHER: National Easter Seal Society
2023 W. Ogden Avenue
Chicago, IL 60612
(312) 243-8400

CONTENT: Look Toys Over Carefully before You Purchase; Read Labels; See That Directions on How to Use a Toy Are Clear; Dangers to Watch Out For

FORMAT: Guide, 4 pp., free

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Grades 10–12; Postsecondary (nondegree)

TITLE: ***Preparing for Parenthood*** (1977)

SERIES: **Parenthood: A Series**

PUBLISHER: Guidance Associates
Customer Service Department
Communications Park
Box 3000
Mount Kisco, NY 10549
(800) 431-1242

CONTENT: The Decision to Have Children; The Effect Children Have on a Marriage; Having Children and Being a Parent Can Sometimes Conflict with Personal Goals; Recognition of Emotional Qualities That Encourage a Harmonious Relationship between Children and Parents; Reflection of Attitudes about Parenting

FORMAT: Sound Filmstrip, Teacher Guide, 28 pp., $97 for both

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Grades 10–12; Postsecondary (nondegree)

TITLE: ***The Put-Down Pro and Other Plays: Getting Along with Friends*** (1980)

SERIES: **Read on!/Write on!**

AUTHOR: Canario, Jack

PUBLISHER: Janus Book Publishers
2501 Industrial Parkway, W
Hayward, CA 94545
(415) 887-7070

CONTENT: The Put-Down Pro; "Hey! Doin' Your Share?"; "But You Promised!"; "You Don't Own Me!"; "What's It to You?"; The Big Lie

FORMAT: Study Guide/Workbook, 65 pp., $3.30

AUDIENCE: Students

GRADE LEVEL: Grades 7–10

TITLE: ***Relationships: A Study in Human Behavior*** (rev. ed., 1984)

AUTHOR: Westlake, Helen Gum

PUBLISHER: Ginn and Company
P.O. Box 2649
Columbus, OH 43216
(800) 848-9500

CONTENT: Understanding Ourselves; Understanding Others; Understanding Marriage; Understanding Parenthood

FORMAT: Teacher Guide, 190 pp., $17.80; Text, 441 pp., $17.15

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Grades 10–12; Postsecondary (nondegree)

SERIES: **Resource Management** (n.d.)

TITLE: ***Goals and Standards in Resource Management***
Housekeeping Shortcuts
Make Up Your Mind: Improving Your Decision-Making Skills
Managing Your Resources
Time Management for Busy People
Time Management in the Kitchen

AUTHOR: Walker, Katey

PUBLISHER: University of Florida
Institute of Food and Agricultural Sciences
Agricultural and Extension Education
Instructional Materials Service
Rolfs Hall, Room 101
Gainesville, FL 32611
(904) 392-0502

AVAILABILITY: Single copies are available to Florida residents at county extension offices

NOTE: The above-listed titles of the six short guides provide their single content

FORMAT: Guides, 4 pp. each, free

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Grades 9–12; Postsecondary (nondegree)

SERIES: **Safe at Home** (n.d.)

TITLE: ***Agent's Guide***
Appendix to Agent's Guide
Find Out
Kitchen Concepts

AUTHOR: Moody, Linda; Blomo, Carla

PUBLISHER: University of Florida
Institute of Food and Agricultural Sciences
Agricultural and Extension Education
Instructional Materials Service
Rolfs Hall, Room 101
Gainesville, FL 32611
(904) 392-0502

AVAILABILITY: Single copies are available to Florida residents at county extension offices

NOTE: The above-listed titles of the four short guides provide their single content

FORMAT: Guides, 2–5 pp. each, free

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Grades 9–12; Postsecondary (nondegree)

TITLE: ***Safety in the Home*** (rev. ed., 1982)

PUBLISHER: Guidance Associates
Customer Service Department
Communications Park
Box 3000
Mount Kisco, NY 10549
(800) 431-1242

CONTENT: Reasons to Make a Home Safe from Accidents; Four Major Causes of Home Accidents; Five Ways to Make a Home Safer

NOTE: Oriented toward the special-needs learner; no reading ability required

FORMAT: Sound Filmstrip, Teacher Guide, 3 pp.; $39 for both

AUDIENCE: Students; Teachers/Trainers; Disadvantaged Persons

GRADE LEVEL: Grades 7–12

TITLE: ***The Savvy Consumer*** (1984)

AUTHOR: Kimbrell, Grady; Kern, Susan T.

PUBLISHER: Bennett and McKnight
Division of Glencoe Publishing Company
Front and Brown Streets
Riverside, NJ 08075
(800) 257-5755

CONTENT: The Consumer in American Society; The Role of the Consumer; Making Consumer Decisions; Money Management; Financial Planning; Using Banking Services; Consumer Credit; Types of Credit; Food; Buying Food; Clothing; Considerations in Buying Clothing; Housing; Examining Housing Alternatives; Investing in a Home; Transportation; Buying Personal Transportation; Transportation: Care, Economy, and Safety; Health Care; Personal Health Considerations; Obtaining and Financing Medical Care; Personal Development; Applying Consumer Principles to Recreation; Environment; Consumer Use of Energy

FORMAT: Study Guide/Workbook, 126 pp., $6; Teacher Guide, 112 pp., $7.96; Text, 320 pp., $11.97

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Grades 11–12; Postsecondary (nondegree)

SERIES: **Shop and Home Safety** (1975)
(Vocational/Industrial Arts)

TITLE: ***Personal Safety***
Using Hand Tools, Part 1
Using Hand Tools, Part 2

AUTHOR: Ronan, William

PUBLISHER: Milliken Publishing Company
P.O. Box 21579
St. Louis, MO 63132
(314) 991-4220

CONTENT: Various Tools; Safety and You; Emergency Information; General Shop-Safety Rules

FORMAT: Transparencies, 28–32 pp. each, $9.95 each

AUDIENCE: Teachers/Trainers

TITLE: ***Shop and Save: Food Purchasing Skills*** (1983)

AUTHOR: Tomback, Chris; Harmeyer, Kathleen; Knox, Carolyn

PUBLISHER: Media Materials
Department 858503
2936 Remington Avenue
Baltimore, MD 21211
(800) 638-1010

CONTENT: Identifying Sale Items; Using Manufacturer's Coupons; Understanding Unit Pricing

FORMAT: Computer Software; Teacher Guide, 5 pp.; Transparency Masters, 36 pp.; $39.95 a set

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Grades 7–12; Postsecondary (nondegree)

TITLE: ***Staying Healthy*** (1985)

SERIES: **Lifeschool Work Texts**

AUTHOR: Fox, Erica

PUBLISHER: Fearon Education
Division of Pitman Learning
19 Davis Drive
Belmont, CA 94002
(415) 592-7810

CONTENT: Eating Right; Worries and Problems; Looking Your Best; You Can Do It!

FORMAT: Study Guide/Workbook, 60 pp., $3.45

AUDIENCE: Students

GRADE LEVEL: Grades 7–12

TITLE: ***Survival: A Guide to Living on Your Own*** (1980)

AUTHOR: Kelly, Joan M.; Chamberlain, Valerie M.

PUBLISHER: McGraw-Hill Book Company
Princeton Road
Hightstown, NJ 08520
(609) 426-5000

CONTENT: You and Your Relationships; Enjoying Your Home; Choosing Food; Buying and Storing Food; Preparing Food and Entertaining; Your Clothes; Being an Informed Consumer; Managing Your Money; Buying Goods and Services

FORMAT: Teacher Guide, 150 pp., $5.19; Text, 308 pp., $15.27

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Grades 7–12

TITLE: ***Survival after High School*** (1981)

PUBLISHER: Simon and Schuster Communications
Coronet Films and Video
108 Wilmot Road
Deerfield, IL 60015
(800) 621-2131

CONTENT: Sharing Chores; Cleaning House; Planning Meals; Grocery Shopping on a Tight Budget; Cooking; Dealing with Malfunctioning Appliances; Landlords; Rental Agreements; Paying Bills; Balancing a Checkbook; Adult Survival Skills

FORMAT: 16mm Film, 17 min., $445, rental $75; Videotape, 1/2 in. Beta or VHS, 3/4 in. U-matic, $250

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Grades 10–12

TITLE: ***Teacher's Manual for Clothing Construction*** (1981)

DEVELOPER: Florida Department of Education
and
Palm Beach Junior College

PUBLISHER: Department of Education
Division of Vocational, Adult, and Community Education
Bureau of Research, Dissemination, and Evaluation
Dissemination and Diffusion Section
Knott Building
Tallahassee, FL 32301-8101
(904) 488-0405

CONTENT: Altering Patterns; Applying Fasteners; Applying Trims and Finishes; Constructing Garments

FORMAT: Teacher Guide, 429 pp., $6

AUDIENCE: Teachers/Trainers

TITLE: ***Teaching Home Economics to Special Students*** (1976)

DEVELOPER: Dewey, Margaret

PUBLISHER: J. Weston Walch
P.O. Box 658
Portland, ME 04104
(207) 772-2846

CONTENT: Personal Adjustment; Health and Safety; Food; Clothing; Sex Education; Consumer Education; Money Management; Housing; Home Care; Family Care

FORMAT: Curriculum Guide, 152 pp., $9.50

AUDIENCE: Teachers/Trainers

TITLE: ***Thresholds to Adult Living*** (3rd rev. ed., 1982)

AUTHOR: Craig, Hazel Thompson

PUBLISHER: Bennett and McKnight
Division of Glencoe Publishing Company
Front and Brown Streets
Riverside, NJ 08075
(800) 257-5755

CONTENT: Know Yourself; Values in a Changing Society; Personal Decisions; Health; Appearance; Social Skills; Youth Relationships; Marriage Relationships; Parenthood; How Children Grow and Develop; Management of Personal Income; Use of Credit; Finding a Home; Insurance—Life, Health, Home, Auto; Savings and Investments; Managing Resources; Consumer Buying Guides; Purchase and Storage of Food; Buying Clothes; Home Furnishings and Equipment

FORMAT: Teacher Guide, 219 pp., $7.35; Text, 564 pp., $17.97

AUDIENCE: Students; Teachers/Trainers

GRADE LEVEL: Grades 11–12; Postsecondary (nondegree)

TITLE: ***Tips for Energy Savers*** (1978)

PUBLISHER: U.S. Department of Energy
Technical Information Center
P.O. Box 62
Oak Ridge, TN 37830
(615) 576-1301

CONTENT: Suggestions to Help You Curb Energy Waste

FORMAT: Guide, 29 pp., free

AUDIENCE: Teachers/Trainers

TITLE: ***Understanding Yourself*** (rev. ed., 1978)

SERIES: **Family Development**

AUTHOR: Udvari, Stephen S.

PUBLISHER: Steck-Vaughn Company
P.O. Box 2028
Austin, TX 78768
(800) 531-5015

CONTENT: Having a Positive View; Heredity and Environment; Learning and Mental Health; Health and Recreation; Values to Live By

FORMAT: Study Guide/Workbook, 96 pp., $3.42

AUDIENCE: Students

GRADE LEVEL: Grades 7-12

TITLE: ***What's New in Home Economics***

PUBLISHER: North American Publishing Company
What's New in Home Economics
Suite 310
655 15th Street, NW
Washington, DC 20005
(301) 588-8378

CONTENT: Educator's Guide to Professional Development and Techniques

FORMAT: Journal, monthly September through May, $29 a year

AUDIENCE: Teachers/Trainers

TITLE: ***You*** (1966)

AUTHOR: Trenkle, Clare

PUBLISHER: Frank E. Richards Publishing Company
Order Department
P.O. Box 66
Phoenix, NY 13135
(315) 695-7261

CONTENT: What Is Personality?; How Do You Get Your Personality?; Can You Change Your Personality?; Growing Up—Your Body, Your Thinking, Your Emotions, Your Conscience, Your Sense of Humor, Facing Your Problem, Thinking It Through, Talking It Over, What Are You Like?, How Do You Look?, How Do You Talk?, How Do You Act?, How Do You Think?, The Emotions of Hate, Anger, Fear, and Pleasure; Friends of Society, What Do You Want to Be Like?

FORMAT: Study Guide/Workbook, 79 pp., $2.75; Text, 151 pp., $7.95

AUDIENCE: Students

GRADE LEVEL: Grades 7-12

TITLE: ***Your Checking Account*** (1981)

PUBLISHER: Paul S. Amidon and Associates
1966 Benson Avenue
St. Paul, MN 55116
(612) 690-2401

CONTENT: Checking Accounts; Advantages of a Checking Account; General Facts about Checking Accounts; Your Individual Check—Analysis; Checks and Checkbook Stubs; Handling the Checks You Write; Additional Facts and Hints about Handling the Checks You Write; Handling Your Deposits; Handling the Checks You Receive—Endorsements; Keeping Accurate Records in Your Checking Account; Sample Bank Statement—Face Side; Sample Bank Statement—Reverse Side; Other Services of the Full-Service Bank

FORMAT: Manual, 28 pp., $0.95

AUDIENCE: Students

GRADE LEVEL: Grades 10-12; Postsecondary (nondegree)

TITLE: ***Your Guide for Teaching Money Management*** (rev. ed., 1983)

PUBLISHER: Money Management Institute
Household Finance
Department FE
2700 Sanders Road
Prospect Heights, IL 60070
(312) 564-5000

CONTENT: Motivation in Money Management; Money Management Concepts; Selecting and Using Outside Resources; Sources of Educational Materials

FORMAT: Teacher Guide, 40 pp., $0.75

AUDIENCE: Teachers/Trainers

TITLE: ***Your Money—Going or Growing?*** (2nd rev. ed., 1978)

AUTHOR: Schneider, Bernard

PUBLISHER: Finney Company
3350 Gorham Avenue
Minneapolis, MN 55426
(612) 929-6165

CONTENT: Buying with Cash or Credit; Charging Your Purchases; Bank Services; Insurance; Getting Your Money's Worth

FORMAT: Study Guide/Workbook, 72 pp., $1.75

AUDIENCE: Students

GRADE LEVEL: Grades 7-12

TITLE: ***Your Nutrition*** (1983-84)

AUTHOR: Blinn, Lynn

PUBLISHER: South-Western Publishing Company
5101 Madison Road
Cincinnati, OH 45227
(513) 271-8811

CONTENT: Guides to Nutritious Meal Planning; Meal, Time, Money, Energy, Task, and Resource Management

FORMAT: Study Guide/Workbook, 90 pp., $3.95; Text, 231 pp., $12.50

AUDIENCE: Students

GRADE LEVEL: Grades 7-12

State of Florida
Department of Education
Tallahassee, Florida
Betty Castor, Commissioner
Affirmative action/equal opportunity employer

Division of Vocational, Adult, and Community Education

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